

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF NEW YORK
POSITION VACANCY**

POSITION: Confidential Law Clerk
LOCATION: Rochester, New York
CLOSING DATE: October 15, 2005
STARTING DATE: August 2006 (Two-Year Term)
SALARY: Based on experience to \$60,576 (gr. 12)

POSITION OVERVIEW

The Confidential Law Clerk reports directly to the Bankruptcy Judge and is primarily responsible for: (1) conducting legal research; (2) preparing bench memos; (3) drafting orders; (4) editing and proofreading orders and opinions; (5) screening Chapter 11 disclosure statements and plans, motions and adversary proceedings; (6) reviewing applications for professional compensation; and (7) attending motion calendars, hearings, trials and pretrial conferences. Additionally, the Confidential Law Clerk is afforded the opportunity to participate in case management and in all aspects of the Court's operations. Preference will be given to candidates with legal software applications experience and who have debtor and creditor, bankruptcy or U.C.C. law courses or have experience practicing in these or related legal or business areas. Travel expenses for interviews and/or relocation expenses will not be paid by the Court.

QUALIFICATIONS

To qualify, a person must be a law school graduate or anticipate conferral of a J.D. before July 2006. To qualify for a grade 11 (\$50,541) the candidate must have one year of legal work experience during or after graduation from law school. Applicants must be United States Citizens or be eligible to work in the United States.

Legal Work Experience: Progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received during or after graduation from law school.

Education Substitutions: Anticipated graduation and standing within the upper third of the class from a law school on the approved list of the American Bar Association or that of the Association of American Law Schools; or experience on the editorial board of a law review of such a school; or graduation from a law school on the approved list of the American Bar Association or that of the Association of American Law Schools with an LLM degree; or demonstrated proficiency in legal studies which, in the opinion of the appointing judge, is the equivalent of the above, is considered qualifying for grade 11.

APPLICATIONS

Applications must be postmarked after September 6, 2005 and received by October 15, 2005. Applicants must submit a cover letter, detailed resume, writing sample, three letters of reference and law school transcript to: Andrea M. Siderakis, Judicial Assistant, 1400 U.S. Courthouse, 100 State Street, Rochester, New York, 14614. Applications received before September 6, 2005 or after the closing date will not be considered.

The successful candidate for this position is subject to a background record check, credit check and a mandatory electronic direct deposit of salary payment. All employees of the U.S. Bankruptcy Court are EXCEPTED SERVICE appointments. Excepted Service appointments are "at will," and as such, can be terminated with or without cause by the Court. The selected applicant must satisfactorily complete a one year probationary period.

THE U.S. BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER